



## ***Manage Certificates***

Completion certificates can be attached to learning objects in Cornerstone. The administrator manages which default and custom certificates are attached to learning objects. Once a user completes training, they will be able to view and print the certificate from their completed transcript.

## ***Default Certificates***

Administrators are able to manage completion certificates by training type in Cornerstone through default certificates. A default certificate can be added for each training type: curriculum, event, library, material, online class, quick course, and test.

1. From the Home Page, open the **Admin** tab in the menu bar.
2. Select **Preferences** in the dropdown.
3. Select the **Custom Certificate Defaults (by Division)** link.
4. Select the **Division** from the division hierarchy.
5. Select the **Edit** button  to add a default certificate to the training type in the Options column.
6. Select the **appropriate certificate** from the Certificate Title column in the Select Certificate popup box.
7. Verify that the certificate is displayed in the Certificate Name column.
8. Select the **certificate title** to preview the certificate.
9. Select **Save** to save your selection.



Choose whether to overwrite custom settings previously saved for child divisions. If you choose to overwrite custom settings for child divisions, the new certificate will be applied to new and existing training and overwrite any previously customized certificate settings. If this option is unselected, then only the child divisions that do not have customized settings will be updated, as well as any that are added in the future.



Select the **Remove** button to disassociate a certificate from a training type in the Options column.





## Custom Certificates

Administrators can create custom certificates instead of using the default certificates. The Manage Certificates page enables administrators to:

- Create and edit certificates using the advanced certificate editor.
- Copy, delete, print, or deactivate certificates.
- Associate certificates with any learning object.

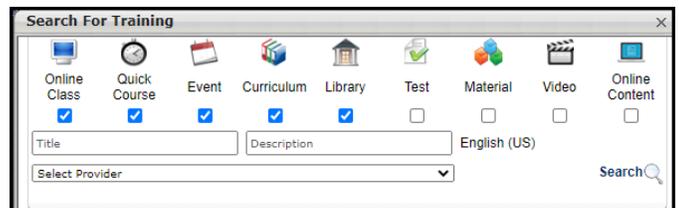
1. From the Home Page, open the **Admin** tab in the menu bar.
2. Select **Preferences** in the dropdown.
3. Select the **Custom Certificates (by Division)** link.
4. Select the **Division** from the division hierarchy.
5. Select the **Create New Certificate** link.
6. Create the new certificate using the Custom Certificate Advanced Editor.
7. Select **Done**.
8. Select **Save** on the Manage Certificates page.

Administrators are able to deactivate, copy, edit, view details, delete or print any custom certificate In the Custom Certificates table.

## Assign Custom Certificates

Custom certificates can be assigned to learning objects instead of the default certificates.

1. From the **Custom Certificates** page, select the **View Details** button  under the Options column.
2. Select the **Add Learning Object** link.
3. Search for the training in the Search For Training popup box.
4. Select the **Plus** icon  next to the appropriate training item.
5. Select **Done** in the Search For Training popup box.
6. Select **Done** on the Learning Object Associations page.
7. Select **Save** on the Manage Certificates page.



Any changes made on the Manage Certificates page must be saved.